

**Advt. No. DIC/NeGD/CB/01/2024**

**Digital India Corporation**  
Electronics Niketan Annexe, 6, CGO Complex Lodhi Road,  
New Delhi - 110003  
Tel.: +91 (11) 24360199, 24301756  
Website: [www.dic.gov.in](http://www.dic.gov.in)

**Web Advertisement**  
**09.02.2024**

**Digital India Corporation** has been set up by the 'Ministry of Electronics & Information Technology, Government of India', to innovate, develop and deploy ICT and other emerging technologies for the benefit of the common man. It is a 'not for profit' Company under Section 8 of the Companies Act 2013. The Company has been spearheading the Digital India programme of the Government of India, and is involved in promoting use of technology for e-Governance/e-Health / Telemedicine, e-agriculture, e-Payments etc. The Digital India programme promotes safety and security concerns of growing cashless economy and addresses challenges confronting its wider acceptance. It also promotes innovation and evolves models for empowerment of citizens through Digital initiatives and promotes participatory governance and citizen engagement across the government through various platforms including social media.

Digital India Corporation is currently inviting applications for the following positions purely on Contract/ Consolidated basis.

| Positions                       | Positions |
|---------------------------------|-----------|
| Sr. Manager - Capacity Building | 1         |

**\*\* The place of posting shall be in New Delhi but transferable to project locations of Digital India Corporation as per existing policy of Digital India Corporation.**

Screening of applications will be based on qualifications, age, academic record and relevant experience. Digital India Corporation reserves the right to fix higher threshold of qualifications and experience for screening and limiting the number of candidates for interview. Only shortlisted candidates shall be invited for selection interviews. Digital India Corporation reserves the right to not to select any of the candidates without assigning any reason thereof.

The details can be downloaded from the official website of **DIC, NeGD, MyGov, & MeitY** viz. [www.dic.gov.in](http://www.dic.gov.in), [www.negd.gov.in](http://www.negd.gov.in), [www.mygov.in](http://www.mygov.in), & [www.meity.gov.in](http://www.meity.gov.in)

Eligible candidates may apply ONLINE: <https://ora.digitalindiacorporation.in/>

**Last date for submission of applications: 21 February 2024**

**Job Description: Sr. Manager - Capacity Building**

**No. of Posts: 01**

**Project: CB Phase - III**

**Salary: Commensurate with Qualifications, skills and experience**

**Job Summary:**

The objective of this job is to assist in implementing capacity-building initiatives of the Digital India programme. The incumbent will be primarily **managing training programmes, project coordination, and conduct research and assessments** for the project. S/he will work closely with other team members to understand the requirements and ensure deliverables and deadlines.

**Duties & Responsibilities:**

- Support in conducting training programmes.
- Assist in project management, including the development of project documents such as project budgets, project schedules, project plans etc.
- Execute project management administrative tasks such as managing invoices, work orders reports etc.
- Support in the project procurement process.
- Meeting with stakeholders to assess their needs and define project requirements, acceptance criteria, and timelines.
- Schedule stakeholder meetings, document, and generate reports.
- Deepen partnerships and support in onboarding the partners for various capacity-building initiatives.
- Foster cross-team collaboration to help project team members complete project tasks and deliverables.
- Assesses training and development needs through surveys, interviews, focus groups, and communication with managers, instructors, and customer representatives.
- Conduct training and awareness sessions for stakeholders on best practices.
- Any other tasks assigned to the team.

**Essential qualifications and experience**

- Master's degree in any discipline preferably in Computer Science, Software Engineering or other related fields in Human Resources, Organisational Development etc.
- Total 6 years of experience in training and development
- Having conducted atleast 2 research/ assessments for IT or e-Governance projects/ Skilling/ Need Assessment or a similar role

**Preferred qualification and experience**

- Working experience with the Government.
- Pursuing PhD. in relevant areas
- Proficiency in the use of Microsoft office packages.

- Strong communication skills (verbal, written and presentational).
- Ability to build relationships with internal and external subject matter experts and other stakeholders.
- Ability to work independently and as part of a team.

**General Conditions applicable to all applicants covered under this advertisement:**

1. Those candidates, who are already in regular or contractual employment under Central / State Government, Public Sector Undertakings or Autonomous Bodies, are expected to apply through proper channel or attach a 'No Objection Certificate' from the employer concerned with the application OR produce No Objection Certificate at the time of interview.
2. Digital India Corporation reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
3. The positions are purely temporary in nature for the project of Digital India Corporation and the appointees shall not derive any right or claim for permanent appointment at Digital India Corporation or on any vacancies existing or that shall be advertised for recruitment by Digital India Corporation in future.
4. Digital India Corporation reserves the right to terminate the appointments of all positions with a notice of one month or without any notice by paying one month's salary in lieu of the notice period.
5. The maximum age shall be as on the last date of receipt of the applications. Screening of applications will be based on qualifications, age academic record and relevant experience.
6. The designation of the selected candidates shall be mapped as per the existing designation policy of DIC.
7. In case of a query, the following officer may be contacted

**Ms. Vinaya Viswanathan**  
Head- HR  
Digital India Corporation  
Electronics Niketan Annexe,  
6 CGO, Complex Lodhi Road,  
New Delhi - 110003  
Phone No. 011-24303500, 24360199